ST PATRICK' CATHOLIC PRIMARY SCHOOL

ACTIONS AND DECSIONS OF GOVERNING BODY MEETING Thursday 14th September 2023 at 6p.m.

		Na	me	Email		Tel	Governor	Туре
Present								
			Gilbert (CG)	Charlotte.Gilbert@st-patricks.wilts.s			Parent / Vice	Chair
			hebly (DC)	Deborah.Chebly@st-patricks.wilts.sc			Foundation	
	David Moore (DM) Jane Wragg (JW) Rosie Wilkinson		, ,	David.Moore@st-patricks.wilts.sch.uk Jane.wragg@st-patricks.wilts.sch.uk			Local Authority	
						Foundation		
				Rosie.Wilkinson@st-patrick.wilts.sch jennie.courtney@st-patricks.wilts.sc			Staff Head of School	
	Jenr	ile Cou	rtney (JC)	Jennie.courtney@st-patricks.wiits.sc	III.UK		Head of School	OI .
	Shai	ron Gill	bert (SG	clerk@st-patricks.wilts.sch.uk		Clerk to Gov		ernors
Apologies 'Absent								
1.Introduc & Welcom		The C	lerk welcom	ed all to the first meeting of the A	cademic Year			
2. Apologie		None						
& Absence								
3. Election	of	The C	lerk requeste	ed any nominations for the role of	Chair. Charlotte	Gilbert wa	as nominated b	у
Chair & Vio	ce	DC &	seconded by	DM. CG accepted the role and w	as appointed.			
Chair		by RV	V & seconde	ed any nomination for the role of Note	d was appointed	-	was nominate	d
4. Minute:	s of	THE	lerk Hariaea	the meeting over to the new chan	TOT GOVERNOIS.			
ast Meeti		Minu	tes of the pre	evious meeting 12/7/23 were appr	roved and signed	off.		
5. Action Point Update		ACTION			DUE DATE	ACTION	STATUS	
			ACTION		DUEDATE	ACTION	SIAIUS	
	ate		ACTION		DUE DATE	BY	314103	
	ate			mplate 23/24 for approval	14/9/23		Agenda Item	7.1
Point Upda 12/7:1	ate	6	Budget Ter			BY		T
2/7:1 5. Chairs	ate		Budget Ter	overnor Appointments.	14/9/23	SG SG	Agenda Item	7.1 info
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6.3 Code of Conduct.

The Governors reviewed and approved the CES Code of conduct. All Governors signed to confirm that they had read and accepted the Code of Conduct 23/24.

Action

6.4 Roles & Responsibilities & Training Opportunities.

For the benefit of our new governor, the Chair explained how governors had a role allocated and some areas of responsibility which linked with Teachers who were subject co-ordinator.

Roles Allocated

- Safeguarding CG
- SEN JW
- Finance DC
- H&S DM & RW
- Pupil Premium CG
- RE Curriculum DC
- RE Chaplaincy, SEND JW

Responsibilities (focus on SDP Priorities)

- Catholic Life of the School JW
- Maths CG
- Phonics/Early Reading—DC
- Foundation Curriculum DM

Training - booked

- 07/09/23 Diocese RE Link Governor Role DC
- 13/09/23 Diocese RE Link Governor; the New RED DC & JW
- 01/02/24 Diocese RE Link Governor; Section 48 All governors
- Recorded available until 24/7/24 RC Safeguard Training for Governors (GB responsibilities) – All governors
- 23/11/23 RC Finance Overview for Governors- DC
- Heads Appraisal for Governors DM & DC

MAT information meetings all at 5p.m

- 25/09/23 School Improvement JC/CM/CG
- 27/09/23 School Governance CG
- 03/10/23 Finance DC & SG

Nominated governors to join meetings. Useful to all Governors as we move towards joining the MAT. The links to these MAT info meetings has been circulated to all governors so you can join at time of meeting – just click on (no booking required)

Other Training Available – list of available training circulated to Governors, please look for suitable training that relates to your role/responsibility from the Diocese and Right Choice (LA). Let me know and I will book you on.

Governors are reminded to complete a report when you attend any training /Briefings & return to SG for file & circulation.

6.5 Clifton Diocese Service Level Agreement 23/24.

Governors were asked to review the SLA which provided information on the core services & some additional services it provides to schools and the charges being applied. Governors agreed to sign off the agreement.

6.6 Clifton Diocese 'Occupation of School Premises'.

A document prepared by the CES has been sent to School Governing Bodies which sets out their responsibilities in relation to 'Occupation of School Premises' which are owned by the Trustees of the Clifton Diocese. The Document has been circulated to all governors (of special note for governor responsible for H&S and Business Manager).

Decision

6.7 Common Admission Arrangements – proposed new criteria for 26/27

There has been a review of the common arrangements for primary schools and the committee is considering if they should be altered to be the same arrangements adopted by secondary schools. Governing bodies have been asked to consider and state a preference against each of the proposed criteria.

Propose Criteria 6 – Children with a parent who has been a member of the school's staff for two years at the time of application or who is recruited for a vacancy which there is a demonstrable skills shortage – Voted to support inclusion.

Proposed Criteria 7 – Children of other denominations whose membership is evidenced by a minister of religion – **Voted not to support inclusion. Proposed Criteria 8** – Children of other faiths whose membership is evidenced by a religious leader – **Voted not to support inclusion.**

6.8 PAN (Planned Admissions Numbers Sept 25)

Governors are required by the LA to review and publish their PAN for September 2025. Governors confirmed that the PAN would remain the same as the previous year. On Roll Capacity 210. Class size limit 30.

Info/action

6.9 Go Governance Newsletter Sept-Issue 31.

Circulated previously. Contains many useful links for governance information including the Governors' Conference Video link and Courses that the Diocese is running. Please let SG know if you want to be booked on.

6.10 Governor Recruitment – Parent Governor.

Election process is planned for after October half term, once we have more information about Governance in the MAT. (see 6.4 MAT online meeting)

6.11 Deputy Head Recruitment

As this would normally be a reserved post for a practicing Catholic, clarification is being sought from the Diocese regarding opening up the advert to a wider group as the previous recruitment failed to produce a candidate.

JC will liaise with CG to produce the timetable/advert and arrange an interview panel.

7. Business Managers Report

7.1 Budget Template 23/24 (AP12/7:1)

The Budget template had previously been circulated and requires formal approval at this meeting. Main points to note.

- The template shows a small deficit due to applied for funding pending approval.
- Negative salary applied from Jan 24, due to falling pupil numbers predicted in future planning. To be reviewed end of Autumn Term.
 Governors approved the Budget for 23/24.

Action

7.2 Capital Projects – Health& Safety/Safeguarding

The project to install secure fencing, upgrade & replace all external lighting and widen KS2 entrance footpath and repair the playground has all been completed.

Future bids planned to further improve H&S.

7.3 Premises

External Contractor Services Completed included:

PE Int/External Equipment 16/2/23

Fire Extinguishers 23/3/23

Fire Alarm & Emergency Lights 8/9/23

Fire Alarm Practice 13/9/23

<u>RAAC Survey.</u> The Diocese has confirmed that they are now going to arrange for a survey of all their schools built within the timeframe for RAAC. We should be contacted within the next two weeks.

<u>Catering</u> New menu being introduced after October half term. There are also taster sessions being planned for parents/students to try and increase uptake.

8. Head Teachers Report

The report previously circulated updated governors on:

- Staffing
- Attendance % & visit by attendance officer
- Admission & leavers
- Safeguarding including Training for Staff

TTday Safeguarding training held with other Corsham Schools / follow up training for those unable to attend. Safeguarding Policy updates will be ready to share in October.

Meet the teacher & Safeguarding IT focus planned for all parents

Curriculum Enrichment & class visits

Y3/5 Pupils had visited The Houses of Parliament and enjoyed a coach tour of London's famous sights on the Coach home. Y4/6 – Pupils enjoyed an Historical walk around Bath

- Maths Mobius Year 3 commences.
- Catholic Life of the School

Meeting with Father Michael – dates for Harvest & Advent Mass agreed. KS2 planned church visit for Mass

Discussed staff / Governors attending church Mass on occasion, raises profile of school and opportunity to recruit potential governors. JC will draw up a list of dates & circulate. AP14/9:2

SDP – priorities – circulated
 SEER visit next week, so priorities might change.

8.1 Mission Statement

Following school community adult workshops on the Mission statement, it was agreed that the current statement did not need changing. The Head & JW will work with the chaplaincy team to create a single word or visual statement to create a Mission picture that would have a recognisable meaning and appeal to children. Planned date ate for publication January 2024.

Info

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A/P

Info

8. Heads Update

	Γ			
9. A.O.B	9. AOB - None			
	Meeting Closed 9. p.r	n.		
10. Next Meeting Date	10. Next Meeting – W	/ednesday 22 nd No	ovember at 5. 15p.m	
10. Rag Rating Red – Immediate danger requiring immediate action. Amber –	Staffing-Amber Pupil Vulnerability / B Mat Application – Am Safeguarding – Gree Curriculum & Standar Attendance - Amber	<mark>nber</mark> Pr en Fil	Premises - Amber Finance – Amber GDPR – Green	
Possible danger	ACTION POINTS	BY WHOM	ACTION	7
requiring	14/9:1	All Governors	Governor Profile for Website	11
strategies to	14/9:2	JC	ROTA FOR MASS]
avert.]
Green – Positive				4
no current				-
danger				11
			,	-